



LAKE MOHAVE RANCHOS

FIRE DISTRICT

16126 Pierce Ferry Road | P.O. Box 611
Dolan Springs, AZ 86441
Phone: (928) 767-3300 | Fax: (928) 767-3301
Website: www.lmrfd.org



AGENDA AND NOTICE OF EXECUTIVE AND REGULAR MEETING OF THE LAKE MOHAVE RANCHOS FIRE DISTRICT GOVERNING BOARD

*The Governing Board of the Lake Mohave Ranchos Fire District will meet in Executive Session on **5/29/2019** at **1:00 p.m.** and Regular Session on **5/29/2019** at **2:30 p.m.** The Meeting will be held at **The Dolan Springs Chamber of Commerce** located at **16154 Pierce Ferry Rd, Dolan Springs, AZ**. The Board may vote to go into Executive Session on any Agenda item, pursuant to A.R.S. §38-431.03(A)(3) for legal advice with the District's Attorney on matters as set forth in the Agenda item. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.*

*****NOTE: Executive Session will begin at 1:00 p.m. | Regular Session (for the public) is scheduled to begin at 2:30 p.m. – all items for action will be held during public session, no action will take place during Executive Session. *****

EXECUTIVE AGENDA

1) CALL TO ORDER.

2) ROLL CALL OF BOARD MEMBERS.

3) EXECUTIVE SESSION.

1. *Board of Directors may vote to go into Executive Session for legal advice pursuant to A.R.S. §38-431.03(A)(3), for possible direction to legal counsel pursuant to A.R.S. §38-431.03(A)(4) and for personnel matters pursuant to A.R.S. §38-431.03 (A)(1) for the following matters:*
 - a. Discussion regarding: LMRFD's Legal Counsel invoice(s) re: review of December 2, 2018-March 29, 2019 Statement and review of April 2, 2019-April 15, 2019 Statement. (Kiffer)
 - b. Discussion regarding: Appointment of Board Member. (Reh-Bower)
 - c. Discussion regarding: Employees that the Board hires and supervises. (Cass)
 - d. Discussion regarding: Concerns related to current Suppression Staff and future Staffing for Suppression. (Cass)
 - e. Discussion regarding: Concerns related to drug boxes for the District and potential issues. (Cass)
 - f. Discussion regarding: Conflict of Interest pertaining to Director Kiffer's questions to Mr. Whittington. (Kiffer)
 - g. Discussion regarding: Possible appointment of Interim Fire Chief. (Reh-Bower)

- h. Discussion regarding: Personnel Matter: Interview possible candidate for appointment of Temporary and/or Part-Time/Interim Fire Chief and/or Battalion Chief and FLSA designation re: Mike Pettway. (Cass)
- i. Discussion regarding: Personnel Matter: Interview possible candidate for appointment of Temporary and/or Part-Time/Interim Fire Chief and/or Battalion Chief and FLSA designation re: Tim Bonnee. (Cass)
- j. Discussion regarding: Liability for Board Members if other Board Members are refusing to follow the advice of LMRFD Accountant regarding the need for internal controls, keeping the Administration Office open, and continuance of command. (Kiffer)
- k. Discussion regarding: Accounting and payroll. (Reh-Bower)
- l. Discussion regarding: Possible additional clerical help. (Reh-Bower)
- m. Discussion regarding: Administrative Assistant referral for Fitness for Duty Evaluation re: all costs associated; re: District reimbursement to employee. (Kiffer)
- n. Discussion regarding: Status of Fitness for Duty Evaluation referral re: copy of referral to Board Chairperson and Mr. Whittington. (Kiffer)
- o. Discussion regarding: Board involvement with current Suppression and Administrative Staff and information released in public. (Cass)

4) ADJOURNMENT.

REGULAR AGENDA

1) CALL TO ORDER.

2) ROLL CALL OF BOARD MEMBERS.

3) PLEDGE OF ALLIEGANCE.

4) APPROVAL OF MINUTES.

- a. Budget Workshop 4/11/2019
- b. Special Meeting 4/11/2019
- c. Regular Meeting 4/22/2019
- d. Executive Meeting 4/22/2019 (Items: a,b,c,d,e & g) and (Item: h)
- e. Special Meeting 5/1/2019
- f. Special Workshop 5/15/2019
- g. Special Meeting 5/15/2019

5) REPORTS.

- a. **April 2019 Financial Report(s).** *(The financial report(s) are to be reviewed and approved by the Board).*

- b. **Fire Chief's Report.** *(The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is properly noticed for legal action. Therefore, action taken as a result of the Chief's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and discussion at a later date. (A.R.S. 38-431.02.K.)*
- *April 2019 LMRFD Run-Report*
 - *Meadview Schedule (April actual, May to-date and June tentative)*
 - *Chief After-Hour Calls*
 - *Meetings/Conferences/Trainings*
 - *District Properties*
 - *District vehicles/apparatus*
 - *Projects in the works*
 - *Other*

6) CALL TO THE PUBLIC & CORRESPONDENCE. *(Consideration and discussion of comments and complaints from the public. Those wishing to address the Lake Mohave Ranchos Fire District Board need not request permission in advance. The Fire District Board is not permitted to discuss or take action on any item(s) that are not on the Agenda that are raised in the call to the public. However, individual Board Members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The Fire District Board cannot discuss or take legal action on any issue raised during the Call to the Public due to restriction of the Opening Meeting Law.)*

7) BUSINESS.

- a. Discussion and possible action regarding: LMRFD's Legal Counsel invoice(s) re: review of December 2, 2018-March 29, 2019 Statement and review of April 2, 2019-April 15, 2019 Statement. (Kiffer)
- b. Discussion and possible action regarding: Appointment of Board Member. (Reh-Bower)
- c. Discussion and possible action regarding: Employees that the Board hires and supervises. (Cass)
- d. Discussion and possible action regarding: Concerns related to current Suppression Staff and future Staffing for Suppression. (Cass)
- e. Discussion and possible action regarding: Concerns related to drug boxes for the District and potential issues. (Cass)
- f. Discussion and possible action regarding: Conflict of Interest pertaining to Director Kiffer's questions to Mr. Whittington. (Kiffer)
- g. Discussion and possible action regarding: Possible appointment of Interim Fire Chief. (Reh-Bower)
- h. Discussion and possible action regarding: Personnel Matter: Interview possible candidate for appointment of Temporary and/or Part-Time/Interim Fire Chief and/or Battalion Chief and FLSA designation re: Mike Pettway. (Cass)
- i. Discussion and possible action regarding: Personnel Matter: Interview possible candidate for appointment of Temporary and/or Part-Time/Interim Fire Chief and/or Battalion Chief and FLSA designation re: Tim Bonnee. (Cass)
- j. Discussion and possible action regarding: Liability for Board Members if other Board Members are refusing to follow the advice of LMRFD Accountant

- regarding the need for internal controls, keeping the Administration Office open, and continuance of command. (Kiffer)
- k. Discussion and possible action regarding: Accounting and payroll. (Reh-Bower)
 - l. Discussion and possible action regarding: Possible additional clerical help. (Reh-Bower)
 - m. Discussion and possible action regarding: Administrative Assistant referral for Fitness for Duty Evaluation re: all costs associated; re: District reimbursement to employee. (Kiffer)
 - n. Discussion and possible action regarding: Status of Fitness for Duty Evaluation referral re: copy of referral to Board Chairperson and Mr. Whittington. (Kiffer)
 - o. Discussion and possible action regarding: Board involvement with current Suppression and Administrative Staff and information released in public. (Cass)
 - p. Discussion and possible action regarding: Interview applicants for Board Member vacancy. (Board)
 - q. Discussion and possible action regarding: Appointment of Board Member to fill vacant position; re: Oath of Office and Certificate of Compliance. (Board)
 - r. Discussion and possible action regarding: Board Chairperson re: vacant position and Director Reh-Bower making unilateral decisions for the Board without Board approval or knowledge. (Cass)
 - s. Discussion and possible action regarding: Nomination of Board Chairperson to fill vacant Chairperson seat and nomination of Board Clerk. (Cass)
 - t. Discussion and possible action regarding: Chief's succession plan. (Reh-Bower)
 - u. Discussion and possible action regarding: Board to authorize someone to contact KRMC, AZ DHS and other vendors/outlets/partners of transition LMRFD will be going through. (Reh-Bower)
 - v. Discussion and possible action regarding: NTN (National Testing Network) vs. Daily Dispatch for hiring processes/announcement. (Reh-Bower)
 - w. Discussion and possible action regarding: Battalion Chief job description, hiring for Battalion Chief position and/or ad and placement of position in FY 19/20 Budget. (Kiffer)
 - x. Discussion and possible action regarding: LMRFD Interim Fire Chief/Fire Chief hiring and application process, announcement and ad re: Part-Time or Full-Time position. (Reh-Bower)
 - y. Discussion and possible action regarding: Volunteer Suppression and Non-Suppression Applications for LMRFD and Office Assistant position overview and job description. (Reh-Bower)
 - z. Discussion and possible action regarding: Wage Increase for Suppression/EMS personnel, per Chief Cunningham's suggestion. (Reh-Bower)
 - aa. Discussion and possible action regarding: Sign up Bonus for Suppression/EMS personnel, as incentive to work for us, in-line with Chief Cunningham's suggestion. (Reh-Bower)
 - bb. Discussion and possible action regarding: Income and Expenditures related to operating CON report. (Kiffer)

- cc. Discussion and possible action regarding: Line item insertions for FY 19/20 re: Volunteer Support, Part-Time Office Assistant and Annual Physicals per NFPA for Suppression Personnel re: overview of expense. (Reh-Bower/Cass/Kiffer)
- dd. Discussion and possible action: Research and purchase phone for Chief/Operations/Board; line item in budget to reflect associated costs. (Reh-Bower)
- ee. Discussion and possible action regarding: Review of Chief's request for PTO and subsequent report; Arizona's Fair Wage and Healthy Families Act section 23-372; Industrial Commission of Arizona re: sick leave. (Kiffer/Buldra)
- ff. Discussion and possible action regarding: Utilizing PayChex Systems, Bill.com and overview of mail procedure. (Buldra)
- gg. Discussion and possible action regarding: Picard matter update and Payroll Audit 2016-2019. (Kiffer/Reh-Bower)
- hh. Discussion and possible action regarding: Resolution 2019-003 re: Copperpoint. (Buldra)
- ii. Discussion and possible action regarding: Tentative FY 19/20 Budget review and possible approval of draft; re: Notice of 20-day posting and public hearing. (Buldra/Board)
- jj. Discussion and possible action regarding: LMRFD Board By-Laws re: draft By-Laws set; re: draft Social Media/Correspondence/Communication Rule and draft Appointment of Board Member Article V included within. (Cass/Reh-Bower)
- kk. Discussion and possible action regarding: LMRFD Personnel – Social Media/Correspondence/Communication Policy draft. (Cass/Reh-Bower)
- ll. Discussion and possible action regarding: Mutual Aid Agreement with LMRFD and GVFD. (Kiffer)
- mm. Discussion and possible action regarding: Resolution 2019-002 Records Retention. (Reh-Bower)
- nn. Discussion and possible action regarding: Reimbursement of overpayment from PSPRS to former employees. (Reh-Bower)
- oo. Discussion and possible action regarding: Thank you to Volunteers and paid employees who are leaving LMRFD. (Kiffer)

8) CONSIDERATION OF FUTURE AGENDA ITEMS.

- Specified tabled items will move to following month's Regular Meeting, unless noted otherwise and/or pending more information.

9) NEXT REGULAR BOARD MEETING DATE & LOCATION.

- June 24, 2019 in Meadview, AZ.

10) ADJOURNMENT.

SIGNED/POSTED by: *Karen Jackson*

Date/Time: 5/28/2019 12:22 p.m.

Pursuant to the Americans with Disabilities Act (ADA), the Lake Mohave Ranchos Fire District endeavors to ensure accessibility of all its programs, facilities and services to all persons with disabilities. If any disabled person needs any type of accommodation, please notify the Lake Mohave Ranchos Fire District at: (928) 767-3300, prior to the scheduled meeting time.

LMRFD Official Posting Locations:

Administration / St. 41 (16126 Pierce Ferry Rd Dolan Springs, AZ)

St. 43 (30250 Stillwater Meadview, AZ)

Dolan Springs Chamber of Commerce (16154 Pierce Ferry Rd Dolan Springs, AZ)

LMRFD Website (www.lmrfd.org)